



Manpower Standard

AIR FORCE FIELD MUSEUM

This Air Force Manpower Standard (AFMS) quantifies the manpower required to accomplish the tasks described in the process oriented description for varying levels of workload. Air Force Field Museums (AFFMs) provide professionally staffed and managed facilities for the identification, collection, preservation, research, restoration, accountability, and interpretation of a distinct, defined, and approved portion of the total military, social, and cultural history of the United States Air Force (USAF) for the purpose of military education, training, research, fostering esprit de corps, and informing the military and civilian communities of the USAF service and accomplishments to the nation. AFFMs collectively form an integrated system in order to encompass, preserve, and present the broadest extent of the USAF's material culture and heritage. This AFMS was developed by a process action team (PAT) established by the Air Force Center for Quality and Management Innovation (AFCQMI) and comprised of members of AFCQMI and representatives of the Major Air Command History community. The primary governing directives for the establishment and operation of the AFFM function are AFPD 84-1, *History and Museum Programs*, and AFI 84-103, *USAF Museum System*. This AFMS applies to peacetime only at AFFMs at locations listed in paragraph 2.3. This AFMS does not apply to Air National Guard or Air Force Reserve bases. It does not apply to locations that have undergone Office of Management and Budget (OMB) Circular A-76 Cost Comparison Studies. This AFMS was developed in accordance with policies and procedures contained in AFMAN 38-208, *Air Force Management Engineering Program (MEP)*. Send comments and suggested improvements on AF Form 847, **Recommendation for Change of Publication**, through channels, to AFCQMI/MQBB, 550 E Street East, Randolph AFB TX 78150-4451.

1. Core Composition. This AFMS quantifies the fixed core manpower necessary for AFFMs to support an authorized wing or wing equivalent.

1.1. Core Manpower Required. 3. (**NOTE:** Air Staff funding is not being provided at this time to support new authorizations resulting from its application. Unfunded requirements will be valid for three years (until FY 2000), during which time affected commands may reallocate existing manpower resources, take action to obtain new positions through the Planning, Programming, and Budgeting Process, replace undermanned field museums with Air Force Heritage Centers, or close facilities altogether.)

1.2. Core Range. None.

1.3. Programming Factor. None.

2. Standard Data:

2.1. Approval Date. 18 October 1996.

2.2. Man-hour Data Source. Workshop Measurement.

2.3. **Manpower Equation.** $Y = 3$ (constant manpower) at the following locations:

ACC	AMC	AETC	AFSPC	AFMC
Barksdale AFB	Dover AFB	Gunter AFB	FE Warren AFB	Brooks AFB
Ellsworth AFB	Travis AFB	Lackland AFB (Security Police Museum)	Patrick AFB	Edwards AFB
		Lackland AFB (History and Traditions Museum)	Peterson AFB	Eglin AFB
				Hill AFB

2.4. **Workload Factor.** Not applicable.

2.5. **Points of Contact:**

2.5.1. **Functional Representative.** Mr. Lawrence R. Benson, HQ USAF/HO, DSN 297-5764.

2.5.2. **AFCQMI Representative.** Ms. Claudia Fleming-Howlett, AFCQMI/MQBB, DSN: 487-2479.

3. **Application Instructions:**

3.1. **Step 1.** Determine if the wing in question earns an AFFM according to paragraph 2.3.

3.2. **Step 2.** Core (Fixed). Allocate 3 manpower requirements to each applicable AFFM.

3.3. **Step 3.** Variance. Obtain variance manpower requirements from Attachment 3, Variances. MAJCOMs may submit other proposed variances when mission requirements change. Proposed variances should be submitted to AFCQMI/MQBB on AF Form 1068, **Work Center Analysis Record**. AFCQMI/MQBB will recommend approval or disapproval on proposed variances and forward them to HQ USAF/HO who, in coordination with HQ USAF/XPM, will provide the submitting MAJCOM a decision on each proposed variance.

3.4. **Step 4.** Sum the results of Steps 2 and 3 to determine a base's total AFFM requirement. Skills and grades will be determined locally.

4. **Statement of Conditions (SOC).** An AFFM is primarily an indoor working environment. The indoor environment is climate controlled. The majority of the aerospace vehicles are located outdoors. The work is detail oriented and time consuming in the performance of identification, collection, preservation, research, restoration, accountability, and exhibiting of museum artifacts and aerospace vehicles. Approved variances describing unusual circumstances are at Attachment 2.

VICTOR M. HELBLING, Lt Col, USAF
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Attachments

1. Process Oriented Description
2. Variances
3. Process Analysis Summary

PROCESS ORIENTED DESCRIPTION (POD)**AIR FORCE FIELD MUSEUMS****A1.1. MANAGES AND MAINTAINS AIR FORCE FIELD MUSEUM (AFFM) HISTORICAL PROPERTY:**

- A1.1.1. PERFORMS IDENTIFICATION, COLLECTION, TRANSPORTATION, ACCESSION REGISTRATION, STORAGE, PRESERVATION, CONSERVATION AND CATALOGING OF HISTORICAL PROPERTY (EXCEPT AEROSPACE VEHICLES).
- A1.1.2. PERFORMS IDENTIFICATION, COLLECTION, TRANSPORTATION, STORAGE, RESTORATION, PRESERVATION, CONSERVATION AND CATALOGING OF AEROSPACE VEHICLE PLACED IN THE AFFM BY THE UNITED STATES AIR FORCE MUSEUM SYSTEM (USAFMS).
- A1.1.3. MAINTAINS AN ACCOUNTABILITY RECORD OF RESTORATION SUPPORT ITEMS.
- A1.1.4. PERFORMS EGRESS, SAFETY, AND RADIATION PREPARATION ON AEROSPACE VEHICLE.
- A1.1.5. PERFORMS RECLAMATION AND SAVE LIST ACTION ON AEROSPACE VEHICLE.
- A1.1.6. CONDUCTS ANNUAL INVENTORY OF ARTIFACT OR AEROSPACE VEHICLE ON LOAN.
- A1.1.7. REQUESTS APPROVAL TO MOVE ARTIFACT OR AEROSPACE VEHICLE.
- A1.1.8. NOTIFIES HIGHER HEADQUARTERS OF LOST, STOLEN, OR DAMAGED ARTIFACT OR AEROSPACE VEHICLE.
- A1.1.9. REQUESTS AND IMPLEMENTS INSTRUCTION FROM USAFM THROUGH MAJCOM FOR DEACCESSION AND DISPOSITION OF DAMAGED OR DESTROYED ARTIFACT OR AEROSPACE VEHICLE.
- A1.1.10. REQUESTS AND IMPLEMENTS INSTRUCTION FROM USAFM THROUGH MAJCOM FOR TRANSFER OR DEACCESSION OF ARTIFACT OR AEROSPACE VEHICLE NO LONGER REQUIRED.
- A1.1.11. REQUESTS WAIVER FOR FLIGHT OF USAFMS AIRCRAFT.

A1.2. MANAGES MUSEUM OPERATION AND PROGRAM:

- A1.2.1. ESTABLISHES POLICY, PROCEDURE, AND PRIORITY.
- A1.2.2. PLANS, SCHEDULES, AND MONITORS STAFFING FOR THE OPERATION OF THE MUSEUM.
- A1.2.3. PLANS, IMPLEMENTS, AND MONITORS THE PHYSICAL AND INFORMATIONAL SECURITY OF THE MUSEUM.
- A1.2.4. PLANS, IMPLEMENTS, AND MONITORS THE SAFETY OF THE MUSEUM.
- A1.2.5. PLANS AND PREPARES MUSEUM INFORMATIONAL MATERIAL.
- A1.2.6. PREPARES, TRACKS, AND MAINTAINS STRATEGIC PLAN.

A1.3. PLANS AND CREATES MUSEUM DISPLAY, EXHIBIT, OR EXHIBITION:

- A1.3.1. PLANS MUSEUM INTERPRETIVE DISPLAY, EXHIBIT, OR EXHIBITION.
- A1.3.2. PERFORMS HISTORICAL RESEARCH FOR DISPLAY, EXHIBIT, OR EXHIBITION.
- A1.3.3. OBTAINS FUNDING AND MATERIAL OR CONTRACT FOR DISPLAY, EXHIBIT, OR EXHIBITION.
- A1.3.4. CONSTRUCTS THE DISPLAY OR EXHIBIT.
- A1.3.5. MAINTAINS THE DISPLAY, EXHIBIT, OR EXHIBITION.

A1.4. PREPARES, SUBMITS, AND MANAGES THE MUSEUM FINANCIAL PLAN:

- A1.4.1. PREPARES AND SUBMITS AN INSTALLATION APPROPRIATED FUND BUDGET.
- A1.4.2. PREPARES AND SUBMITS BUDGET REQUEST FOR THE MUSEUM.
- A1.4.3. DEVELOPS PROPOSAL AND SUBMITS REQUEST FOR GRANTS.
- A1.4.4. MANAGES AND MONITORS THE APPROPRIATED FUND, FOUNDATION'S DONATION, AND GRANTS' FUND.

A1.5. PERFORMS RESEARCH FOR SPECIAL PROJECT AND PUBLIC INQUIRY.**A1.6. ADVISES AND COORDINATES WITH THE INSTALLATION COMMANDER, SUPPORTING FOUNDATION, MAJOR COMMAND, PROFESSIONAL ORGANIZATION, AND OTHER MUSEUMS.****A1.7. PLANS, DEVELOPS, PROVIDES, AND MANAGES THE MUSEUM'S EDUCATIONAL AND TRAINING PROGRAM FOR THE AIR FORCE COMMUNITY TO INCLUDE SPECIAL TOURS AND EVENTS.**

A1.8. PLANS, DEVELOPS, PROVIDES, AND MANAGES THE MUSEUM'S EDUCATIONAL PROGRAM, TRAINING PROGRAM, AND TRAINING OPPORTUNITY FOR THE LOCAL, STATE, AND/OR REGIONAL CIVILIAN COMMUNITY TO INCLUDE SPECIAL TOURS AND EVENTS.

INDIRECT. Indirect work involves those tasks that are not readily identifiable with the work center's specific product or service. The major categories of standard indirect work are Administers Civilian Employee, Directs Work Center Activity, Provides Administrative Support, Prepares for and Conducts/Attends Meeting, Administers Training, Manages Supplies, Maintains Equipment (Non-Aircraft Maintenance Function), Maintains Equipment (Aircraft Maintenance Function), and Performs Cleanup. See AFMS 00AA for the Standard Indirect Description.

VARIANCES

AIR FORCE FIELD MUSEUMS

A2.1. Title. Positive Mission Variance for Size of Collections.

A2.1.1. **Definition.** Museums that have at least 25 Air Force-related aircraft and/or large long-range missiles on outdoor display and 5,000 artifacts.

A2.1.2. **Source.** RCS: HAF-HO(A)8801.

A2.1.3. **Impact.** The following are man-hours and manpower requirements:

Base	Man-hours Per Month	Manpower
Eglin AFB	+70	+0.44
Hill AFB	+70	+0.44

A2.2. Title. Positive Mission Variance for Multiple Scope of Collections and Display Theme.

A2.2.1. **Definition.** More than one scope and display theme which differ substantially from those related to the principal history of the host base.

A2.2.2. **Source.** Strategic Plan or Mission Statement.

A2.2.3. **Impact.** The following are man-hours and manpower requirements:

Base	Man-hours Per Month	Manpower
Eglin AFB	+130	+0.81

A2.3. Title. Positive Mission Variance for Exhibit Area.

A2.3.1. **Definition.** Museums that have at least 20,000 square feet of indoor exhibit area (excluding storage, shop, and administrative space).

A2.3.2. **Source.** Facility drawings in base CE.

A2.3.3. **Impact.** The following are man-hours and manpower requirements:

Base	Man-hours Per Month	Manpower
Eglin AFB	+50	+0.31
Hill AFB	+50	+0.31

A2.4. Title. Positive Mission Variance for Public Accessibility.

A2.4.1. **Definition.** Main museum facility located outside the secured base perimeter, easily accessible to the general public. This facilitates and encourages visits by tourists and local citizens, as well as necessitating increased security precautions and maintenance.

A2.4.2. **Impact.** The following are man-hours and manpower requirements:

Base	Man-hours Per Month	Manpower
Eglin AFB	+2	+0.01
Hill AFB	+2	+0.01
Ellsworth AFB	+2	+0.01

A2.5. Title. Positive Mission Variance for Environmental Impact.

A2.5.1. **Definition.** Museums with at least 25 aircraft or large long-range missiles exposed to adverse environmental conditions (such as salt air and/or chronic air pollution) which cause accelerated deterioration.

A2.5.2. **Source.** RCS: HAF-HO(A)8801.

A2.5.3. **Impact.** The following are man-hours and manpower requirements:

Base	Per Month	Manpower
Eglin AFB	+20	+0.12
Patrick AFB	+20	+0.12

A2.6. Title. Positive Mission Variance for Outreach/Community Involvement.

A2.6.1. **Definition.** Conducts 50 or more workshops, social events, conferences or meetings annually which provide opportunities for educational and training programs with state, regional, or local communities.

A2.6.2. **Source.** Local Count using Museum Events Calendar.

A2.6.3. **Impact.** The following are man-hours and manpower requirements:

Base	Man-hours Per Month	Manpower
Eglin AFB	+30	+0.19
Hill AFB	+30	+0.19

A2.7. Title. Positive Mission Variance for Support of Official Functions.

A2.7.1. **Definition.** Hosts and supports 40 or more workshops, conferences, and major protocol events annually.

A2.7.2. **Source.** Local Count using Museum Events Calendar.

A2.7.3. **Impact.** The following are man-hours and manpower requirements:

Base	Per Month	Manpower
Eglin AFB	+8	+0.05
Ellsworth AFB	+8	+0.05
Hill AFB	+8	+0.05

A2.8. Title. Positive Mission Variance for Historical Holdings.

A2.8.1. **Definition.** A heritage display/center of 1800 or more square feet of exhibit area and at least 500 items of Historical Property as defined in AFI 84-103.

A2.8.2. **Source:** RCS: HAF-HO(A)8801.

A2.8.3. **Impact.** The following are man-hours and manpower requirements:

Base	Manpower
Fairchild AFB	Y=1
Malmstrom AFB	Y=1
McChord AFB	Y=1
USAF Academy	Y=1
Vandenberg AFB	Y=1
Whiteman AFB	Y=1

A2.9. Title. Positive Mission Variance for Air Parks.

A2.9.1. **Definition.** Outdoor display of at least 25 Air Force-related aircraft and/or large long-range missiles.

A2.9.2. **Source.** RCS: HAF-HO(A)8801.

A2.9.3. **Impact.** The following are man-hours and manpower requirements:

Base	Manpower
Dyess AFB	Y=1

PROCESS ANALYSIS SUMMARY**AIR FORCE FIELD MUSEUMS**

PROCESS TITLE	MAN-HOURS
1. Manages and Maintains AFFM Historical Property	279.618
2. Manages Museum Operation and Program	43.389
3. Plans and Creates Museum Display, Exhibit, or Exhibition	81.957
4. Prepares, Submits, and Manages the Museum Financial Plan	4.821
5. Performs Research for Special Project and Public Inquiry	19.284
6. Advises and Coordinates with Installation CC, Supporting Foundation, Major Command, Professional Organization, and Other Museum	9.642
7. Plans, Develops, Provides, and Manages Ed and Tng Program for AF	33.747
8. Plans, Develops, Provides, and Manages Ed and Tng Program for Others	<u>9.642</u>
TOTAL MONTHLY MAN-HOURS	482.1